

AMS/FAST CHANGE REQUEST (CR) COVERSHEET

Change Request Number: 21-70

Date Received: Jun 11, 2021

Title: Congressional Affairs Notification Template

Initiator Name: Joshua Fletcher

Initiator Organization Name / Routing Code: Procurement Policy Branch, AAP-110

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Policy and Guidance: (check all that apply)

- ☐ Policy
- ☐ Guidance
- ☒ Procurement Forms, Templates and Samples
- ☐ Real Property Templates and Samples
- ☐ Procurement Clauses
- ☐ Real Property Clauses
- ☐ Other FAST Tools and Resources

Summary of Change: This is new content.

Reason for Change: To ensure E-MAIL communication to Office of the Secretary of Transportation is consistent and is in accordance with AMS Guidance T3.13.1, Other Administrative Procedures - Congressional Affairs Notification.

Development, Review, and Concurrence: AAP-110, AAP-100, AAQ-2, AAQ-A

Target Audience: Acquisition workforce

Briefing Planned: No.

ASAG Responsibilities: None.

Section / Text Location: Procurement Templates and Samples

The redline version must be a comparison with the current published FAST version.

☐ I confirm I used the latest published version to create this change / redline

or

☒ This is new content

Links: https://fast.faa.gov/PPG_Procurement_Toolbox_Templates.cfm

Attachments: New document.

Other Files: N/A.